

ADMINISTRATIVE SECRETARY

JOB TITLE: Administrative Secretary

GRADE: 13

JOB CODE: 1401

DATE: 3/20/95

GENERAL FUNCTION: Performs a variety of highly skilled office administrative duties, clerical in nature, of considerable difficulty. Relieves supervisor of some administrative responsibilities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Compiles and completes data on administrative and public reports and bulletins, questionnaires and other documents; prepares complex work sheets and tables from computations on materials assembled.

Compiles minor reports and submits recommendations to supervisor.

Types a variety of complex and confidential correspondence, technical and narrative reports and related material.

Answers and screens telephone calls and personally answers inquiries, takes complaints and directs them to the proper person and calls complainant back to report disposition.

Follows up recommended action to determine if problems have been solved.

Makes arrangements for conferences, committee meetings, Board of Health meetings, which may include participation in preparing the agenda.

Answers telephone and makes appointments for superiors and other staff

Takes, transcribes, checks and proofreads complex dictation using shorthand and/or recording equipment; consisting of correspondence, memoranda, reports and minutes, including confidential material.

Assists in preparing and monitoring the departmental budget.

Research and gathers complex and technical source material for the preparation of reports, articles, speeches, and other purposes; and assists in composing and editing various information.

Sets up and maintains complex filing, alphabetical, subjective and numerical filing systems.

JOB TITLE: Administrative Secretary (Continued)

JOB CODE: 1401

Records incoming correspondence, decides on routine action to be taken and forwards information for distribution.

Serves as a representative of his/her supervisor in contacts with other employees, officials or the general public, making administrative decisions as to procedure or policy within prescribed limitations when necessary.

Relieves the agency head of minor administrative details.

Designs forms and reports, maintains necessary records and files, develops indexes and performs other complex office management tasks.

Attends committee meetings, staff meetings, and Board of Health meetings.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: Immediate supervision may be exercised over subordinate clerical and secretarial employees.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of business English, spelling, punctuation and arithmetic.

Considerable knowledge of technical, legal and other terminology commonly used in municipal government.

Considerable knowledge of modern office methods, practices and procedures.

Ability to keep complex records and prepare periodic reports therefrom.

Ability to make decisions in accordance with laws, ordinances, regulations and established procedures.

Ability to establish and maintain effective working relationships with the general public, superiors, subordinates and other employees.

Ability to plan, modify and carry out responsible and complex critical and administrative procedures.

JOB TITLE: Administrative Secretary (Continued)

JOB CODE: 1401

Ability to understand and carry out moderately difficult oral and written instructions, to exercise individual initiative and use discretion in confidential matters.

Ability to take dictation and/or transcribe from tapes.

Skill in the use of a typewriter and other equipment.

Ability to type accurately.

Minimum Education, Training, and Experience Requirements: Graduation from high school or GED; and five (5) years of responsible secretarial experience.

Additional education and training in the field may substitute for the required experience on a year for year basis.

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SECRETARY

JOB TITLE: Secretary

GRADE: 10

JOB CODE: 1402

DATE: 3/20/95

GENERAL FUNCTION: Under general supervision, performs work of moderate difficulty by performing a variety of clerical, general office, and administrative tasks that may include the taking and transcribing of dictation, the transcribing of dictation from a transcribing machine, and/or providing typing and clerical support requiring the application of specialized clerical techniques and the exercise of independent judgment and initiative in the completion of complex and comprehensive work assignments (including working with unusual expressions and technical terminology such as medical and/or legal terms); and performs related work as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Takes dictation from the supervisor, transcribes dictation from a transcribing machine, and/or types correspondence, reports (including statistical reports) and related office material from copy and rough drafts into final format, making corrections for incidental errors in grammar, punctuation, and spelling.

Types bulletins, manuals, narratives, and other documents using technical terminology; and completes form letters and composes routine correspondence requiring judgment and originality.

Screens telephone calls, personal visitors, and incoming mail; answers general inquiries concerning the office procedures; refers matters requiring the personal attention of the supervisor or other staff members and compiles pertinent material necessary for review.

Assures uniformity of office correspondence with established requirements.

May coordinate the clerical work of the office to which assigned; may supervise subordinate clerical and secretarial/typing staff.

Maintains supervisor's calendar including making appointments, scheduling conferences, accumulating required documents for meetings and conferences, assuring supervisor is reminded of scheduled meetings and conferences in a timely manner.

Gathers narrative and statistical data, forms, and documentation from a wide variety of sources for budgets, narratives, manuals, and monthly, annual or special reports.

Evaluates and collates bodies of data into pertinent categories and arranges into proper format. Secures appropriate review and types data into final format. Types related and supplementary material of a contractual and financial nature.

JOB TITLE: Secretary (Continued)

JOB CODE: 1402

May keep a budget, posting all authorizations and expenditures, and keeping supervisor advised of balance.

Establishes and maintains various office files; orders and maintains office supplies and equipment.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: Position is not assigned direct supervisory responsibilities; however, proofreading or checking work in a clerical process for accuracy may be a requirement.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Basic knowledge of grammar, spelling, punctuation, and simple math-like percentages.

Working ability to set up and type letters and tabular matter neatly and correctly; to perform complex clerical work;

Ability to make relatively difficult arithmetic computations; to give out information and answer inquiries independently;

Ability to follow detailed instructions;

Ability to gather and compile information for reports;

Ability to refer technical matters to the appropriate staff;

Ability to isolate deficiencies and clerical errors in office correspondence and documents;

Ability to meet and deal effectively with the public;

Ability to obtain a working facility with an understanding of the organization, programs, and procedures related to the work of the supervisor or office unit.

Ability to type accurately.

JOB TITLE: Secretary (Continued)

JOB CODE: 1402

Minimum Education, Training, and Experience Requirements: High school or GED; and two years of experience in secretarial, clerical, and general office duties of routine difficulty.

Additional education in the field may substitute for the required experience on a year for year basis.

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ADMINISTRATIVE CLERK

JOB TITLE: Administrative Clerk

GRADE: 5

JOB CODE: 1404

DATE: 3/20/95

GENERAL FUNCTION: Under supervision, performs routine clerical functions such as typing, clerical, and general office duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Collates, files, prepares documents and reports for processing or payment.

Types simple and routine letters, forms, etc.

Maintains documents and reports.

Audits reports for accuracy. Posts data for statistical records. Codes information. Verifies information.

Keeps simple time and attendance records.

Performs receptionist duties.

Operates office machines such as copier, calculator, video terminal, microfilm or audio-visual equipment.

Opens and sorts mail. Distributes mail to appropriate offices.

Inventories office or stock supplies. Orders office supplies.

Performs basic bookkeeping duties such as counting receipts, bank deposits and payment vouchers. Audits documents for accuracy and batches documents. Compiles and arranges information to be used in reports.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously with supervision available to answer questions.

SUPERVISION EXERCISED: Position is not assigned direct supervisory responsibilities; however, proofreading or checking work in a clerical process for accuracy may be a requirement.

JOB TITLE: Administrative Clerk (Continued)

JOB CODE: 1404

JOB SPECIFICATIONS:

Knowledge and Abilities:

Minimum Education, Training, and Experience Requirements: High School Diploma or GED. One year of experience in clerical and general office duties.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

TELEPHONE OPERATOR/RECEPTIONIST

JOB TITLE: Telephone Operator/Receptionist

GRADE: 5

JOB CODE: 1405

DATE: 3/20/95

GENERAL FUNCTION: Operates a centralized telephone switchboard system, serves as a receptionist for the office and performs other duties as required. The position also greets clients and visitors to the office and directs them to appropriate staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Operates a centralized telephone switchboard system.

Makes connections for incoming and long-distance telephone calls.

Provides general and non-technical information in response to questions from the public.

May serve as receptionist in greeting patients/clients and visitors.

Maintains log of calls.

Maintains current directory listings and records to provide accurate information to the public.

Performs light typing and clerical duties and filing, such as, typing employee listings.

May enter appointments on automated system.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: No supervisory responsibility required

JOB SPECIFICATIONS:

Knowledge and Abilities:

Minimum Education, Training, and Experience Requirements: High school diploma or GED. No experience required.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

DATA SYSTEM SUPERVISOR

JOB TITLE: Data System Supervisor

GRADE: 15

JOB CODE: 1410

DATE: 3/20/95

REVISED: 10/14/98

GENERAL FUNCTION: Maintains the management information system for the local health department and assists appropriate staff in the utilization of the statewide computer network through training and technical assistance and advising management on equipment needs. The incumbent would also assist management in developing applications for personal computer, acquiring software, training staff, or using software to develop special applications.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Assists departmental staff in utilizing the statewide computerized network. Trains staff on how to use the CRT/video display unit, appropriate coding for entry of data, generating reports available through the network, and solving minor problems encountered through data entry.

Coordinates the request for statistical reports within the health department. Prepares reports requested using statewide network or personal computer.

Assists staff in utilizing personal computers, training staff on how to use the computer. Recommends software for purchase and utilization by the department. Installs software for staff.

Evaluates data processing needs of the department, arranges for the purchase of appropriate equipment, and trains staff on its use.

Responds to requests for assistance in solving problems experienced by staff using computer(s). Refers or obtains additional assistance when problems cannot be resolved.

Attends meetings at the local or state level to keep informed of technology for the computer system, proposals.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

SUPERVISION EXERCISED: May supervise subordinate staff.

JOB TITLE: Data System Supervisor (Continued)

JOB CODE: 1410

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to access, input and retrieve information from a computer.

Minimum Education, Training, and Experience Requirements: Graduate of a college or university with a bachelor's degree, supplemented by one year of experience. Experience in computer programming, network services, system support, or production support will substitute for the education requirement on a year-for-year basis.

Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

DATA ENTRY OPERATOR

JOB TITLE: Data Entry Operator

GRADE: 8

JOB CODE: 1411

DATE: 3/30/95

GENERAL FUNCTION: Operate data entry equipment such as on-line data entry through video and network terminals, and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Receives respective forms from service staff upon completion of service, inspection, or regulation.

Enters data via data entry equipment. Data would consist of one or more forms completed by service staff that provide medical or environmental service and records such on appropriate forms. May also include data entry for appointment system.

Verifies and corrects data via data entry equipment.

Returns form, once entered, to appropriate staff for filing or appropriate disposition.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: Positions in this class are not assigned direct supervisory responsibilities; however, checking work for accuracy may be a requirement.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to communicate effectively with other employees.

Skill in the use of data entry equipment.

Ability to make decisions in accordance with standards, policies and procedures.

Ability to establish and maintain effective working relationships with other employees and supervisory staff.

Minimum Education, Training, and Experience Requirements: High school diploma or GED and two years of experience in data entry, typing, or clerical activities.

JOB TITLE: Data Entry Operator (Continued)

JOB CODE: 1411

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

TECHNICAL SPECIALIST

JOB TITLE: Technical Specialist

GRADE: 14

JOB CODE: 1415

DATE: 10/14/98

GENERAL FUNCTION: Assists in maintaining the CRT's and Pc's; system; provides training and technical assistance on software and hardware; assists management in developing special applications, reports and presentations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Assists in utilizing the statewide computerized network.

Hooks up and disconnects computers and peripherals such as monitors, keyboards, printers, scanners, LCR projectors, etc. Installs and initiates software, printer, scanner, monitor, and keyboard setup. Installs and trains staff on the CRT and/or CRT emulation software.

Works with CDP's Hub Site – modem installation, setting dipswitches, properly connecting modem to system, etc.

Provides technical assistance and troubleshooting for CRT's and PC's and trains staff to use CRT's and/or PC's.

Assists staff in utilizing various software programs – word processing, spreadsheet, database, graphics, desktop publishing, Internet usage, e-mail, as well as assisting staff in solving problems experienced using CRT's and/or PC's. Refers or obtains additional assistance when problems cannot be resolved.

Prepares cost analysis and advises management on equipment needs and arranges for purchase.

Assists management in developing applications on PC, acquiring software, and using software to develop complex applications. Learns and coordinates the use of new software and equipment. Uses sophisticated software to complete complex assignments – statistical reports, pamphlets and information sheets, forms, database programming, PowerPoint presentations, surveys, graphs and charts.

Assists in maintaining an inventory system, including current location of active and inactive equipment – PC/CRT equipment and peripherals.

Keeps informed of technology for the CRT system and/or PC's.

Attends local/state meetings and training sessions.

JOB TITLE: Technical Specialist (Continued)

JOB CODE: 1415

SUPERVISION RECEIVED: Limited supervision; incumbent can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: No supervisory responsibility.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge and skill in use of computer.

Ability to maintain CRT and PC system.

Knowledge of CRT's and PC's and ability to train in use of same.

Knowledge of and ability to disseminate information on use of software programs and equipment.

Minimum Education, Training, and Experience Requirements: Graduate of a college or university with a Bachelor's degree.

Experience in computer programming, network services, systems support or production support will substitute for the Bachelor's degree requirement on a year-for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

INFORMATION MANAGER

JOB TITLE: Information Manager

GRADE: 18

JOB CODE: 1418

DATE: 3/23/00

GENERAL FUNCTION: Under general administrative direction, analyzes and advises on selection and purchase of computer hardware and software, setup of computer equipment, communication equipment and software, staff training and maintenance of district computer equipment and systems; perform related duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Provides consultation and assistance, assesses agency needs and develops plans for the use, selection, and purchase of computer and communication hardware and software.

Responsible for administering districts' computer network.

Works with agency departments to assist with troubleshooting and implementing new computer applications and upgrades.

Maintains the integrity of the network and responds to and answer questions from users.

Responsible for maintaining network in proper order including server disk space monitoring, network diagnostics and troubleshooting, network planning and streamlining.

Responsible for planning and implementing a system backup and recovery program for the central database and departmental systems.

Trains health department staff on use of computer and communication information systems.

Sets up and maintains components of computer and communication system hardware and software agency-wide.

Maintains internet access, web page design and develops a web site marketing plan.

Reviews technical literature, attends meetings and training opportunities, and keeps up-to-date on scientific, educational, and medical developments related to information systems technology and the use of that technology.

Provides consultation and assistance for state computer system.

Provides consultation and assistance for maintaining all PC hardware.

JOB TILE: Information Manager (cont'd)

JOB CODE: 1418

Supervises: Assigned Staff

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge in theory, principles and practices of computer operations, networking, communications, computer hardware and software.

Knowledge of communications servers and the Internet.

Basic knowledge of public health goals and objectives.

Knowledge of health department policies and procedures.

Excellent oral and written communication skills.

Organizational skills.

Excellent computer hardware and software skills.

Ability to communicate effectively, orally and in writing.

Ability to organize information and present it in a logical way.

Ability to establish and maintain effective working relationships with other agencies, District offices and employees, and the public.

Ability to perform statistical tests, analyze and present results.

Ability to use advanced computer and communication software.

ADDITIONAL INFORMATION

Instructions: Instructions are general; must use independent judgment much of the time

Processes: Frequently requires refinement of existing work methods and development of new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is reviewed through oral and written reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

JOB TILE: Information Manager (cont'd)

JOB CODE: 1418

Physical Requirements of the Job: Work is performed indoors, sitting at a desk or table, with intermittent standing, walking, or stooping; lifting objects (up to 50 pounds); operating a motor vehicle.

Tools and/or Equipment Used: Normal office equipment (computer, printer, calculator, copier, telephone, pager, Voicemail, fax machine, etc.).

Contacts: Public and internal contacts are requirement of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate to Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: None.

Minimum Education, Training, and Experience Requirements: Bachelors degree in information systems or related field and a minimum of two years responsible experience in a multi-user operating system; or any equivalent combination of training and experience that provides the desired knowledge, skills and abilities.

The intent job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

RECORDS CLERK

JOB TITLE: Records Clerk

GRADE: 5

JOB CODE: 1420

DATE: 3/20/95

GENERAL FUNCTION: Under general direction assembles appropriate forms to establish medical record(s) for patients/clients, retrieves medical record for service staff to record services provided, refiles medical records, and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Assemble together various forms required by program and service standards to record patient/client information and services rendered to establish a medical record.

Retrieve from files medical records of patients scheduled to receive services and distribute appropriately to a centralized location or service staff.

Retrieve and review medical records from service staff to ensure that records are complete, forms are in appropriate order and complete, verify as appropriate information recorded and work with service staff to complete or update.

Recording, editing, and mailing birth/death certificates to Frankfort.

Answer questions from the general public, physicians, funeral directors regarding requesting certificates, processing of certificates, and genealogy.

File medical records appropriately.

SUPERVISION RECEIVED: moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: The position would not require supervision responsibility; however, proofreading or checking for accuracy may be a requirement of this classification.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of general office practices, procedures and equipment.

JOB TITLE: Records Clerk (Continued)

JOB CODE: 1420

Ability to learn task readily to prescribe to departmental routines, and follow oral and written instructions.

Ability to maintain alphabetical numerical, sectional and subjective filing system and to write legibly.

Ability to communicate effectively with other employees.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. One year of experience in an office setting with responsibility in filing, and maintaining medical or other records.

Additional education in the field may substitute for the required experience on a year for year basis.

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SUMMER WORKER

JOB TITLE: Summer Worker

GRADE: 5

JOB CODE: 1430

DATE: 3/20/95

DISTINGUISHING CHARACTERISTICS OF THE CLASS: This classification is specifically designed for individuals employed during the summer months to perform simple and routine office procedures or assist in services and programs where experience and abilities are not necessary prerequisites to doing the job responsibilities.

Minimum Education, Training, and Experience Requirements: Experience is not required; however the individual considered for this position must comply with the requirements of the Fair Labor Standards Act.

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